

New Jersey Civil Service Commission

1st and 2nd Level Fire Supervisor 2010 Administration Orientation Guide

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2010 1st & 2nd LEVEL FIRE SUPERVISOR ORIENTATION GUIDE

Introduction

The New Jersey Civil Service Commission (CSC) has prepared this supplemental orientation guide for promotional candidates who will participate in the 2010 1st and 2nd Level Fire Supervisor examinations. The information in this booklet is designed to help candidates better understand the testing process and the types of questions they will encounter on these examinations. The examinations will be designed utilizing the information obtained from the job analyses for each of these titles. We encourage candidates to use this guide and take advantage of all opportunities to prepare for the examination. Please note that suggestions made in this guide are not exhaustive. To view information regarding the general testing process, please review the 1st and 2nd Level Fire Supervisor General Orientation Guide.

What is a 1st or 2nd Level Fire Supervisor?

Fire departments across the state of New Jersey have different organizational structures depending on the needs of each jurisdiction. In some departments, 1st Level Supervisors are called Fire Lieutenant; in others, they are called Fire Captain. Some departments utilize both titles. For this reason, the CSC has developed two separate test instruments, one to address 1st Level Supervision and one to address 2nd Level Supervision. When departments use both titles, Fire Lieutenant is considered the 1st Level Supervisor and Fire Captain is considered the 2nd Level Supervisor. In departments where Fire Lieutenants are not used, Fire Captains are the 1st Level Supervisors. On the following page are the 1st and 2nd Level Fire Supervisor jurisdictions and corresponding symbols for the 2010 testing cycle.

What jurisdictions are testing in this cycle?

1ST & 2ND Level Fire Supervisor 2010 Cycle

1st Level Jurisdiction	Symbol	2nd Level Jurisdiction	Symbol
Carteret	PM5056M	Belleville	PM5055M
Gloucester Twp FD #2	PM5057M	Bordentown FD #2	PM5075M
Gloucester Twp FD #6	PM5058M	Clifton	PM5076M
Hamilton FD #2	PM5060M	Hackensack	PM5059M
Hamilton FD #4	PM5062M	Hamilton FD #3	PM5061M
Hamilton FD #7	PM5063M	Margate	PM5064M
Millville	PM5065M	Mount Laurel FD #1	PM5077M
Pleasantville	PM5079M	New Brunswick	PM5066M
Bergenfield	PM5073M	Passaic	PM5067M
Bordentown Twp FD #2	PM5074M	Perth Amboy	PM5068M
Winslow Twp FD #1	PM5078M	South Orange	PM5069M
		Teaneck	PM5070M
		Union Township	PM5071M
		Vineland	PM5072M

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When and where will the written examination be held?

The **test date** for the 1st Level Fire Supervisor Written Multiple-Choice examination is tentatively scheduled for November 9, 2010. The 2nd Level Fire Supervisor Written Multiple-Choice Exam is tentatively scheduled for December 14, 2010. In the event that there are difficulties scheduling the examinations, these dates may change. The test dates will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date. These notices will show the date, time, location, and examination room. Candidates are to bring the notification card, two forms of identification, and two No. 2 pencils to the examination center. Pens and highlighters are optional. **Please note: The Civil Service Commission will update this guide should the test dates change.**

Electronic devices and personal items in the examination center

With the threat of high-tech cheating on the rise, possession of personal communication devices such as cell phones, blackberries, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices is strictly prohibited at test centers. **Candidates who are seen or heard with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately.** The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should be left outside of the test center. The CSC is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

How is the examination developed?

Job analyses were conducted to identify the knowledge, skills, and abilities that are necessary to perform each job (1st Level and 2nd Level Fire Supervisor) at a minimally acceptable level. A job analysis is the process of critically examining job components in order to provide a functional description of a job. As a part of the job analyses, staff from the CSC visited various fire departments throughout the state. They gathered information about the job through interviews and observations of on-the-job activities of incumbent (permanent) 1st and 2nd Level Fire Supervisors. Based on these job analyses, several work components, with their corresponding test content areas, were identified. Each examination has been developed around the work components, found to be most critical to the specific level.

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What are the test content areas?

Written Multiple-Choice Examination

The written multiple choice examination items are designed to measure behaviors in specific knowledge areas determined by New Jersey 1st and 2nd Level Fire Supervisors to be critical for effective job performance. The following knowledge areas will be assessed by the written examination:

A) First Level Supervisor

Fire Size-Up – Critical knowledge area relating to all aspects of fire size-up.

Fire Behavior & Structures – Critical knowledge area relating to fire characteristics and structural consequences because of fire.

Apparatus – Critical knowledge of apparatus capabilities, functions and procedures.

Overhaul – Critical knowledge of overhauling tools and techniques.

Fireground – Technical Knowledge – Critical knowledge area relating to fire ground procedures and tactics involved in fire fighting.

B) Second Level Supervisor

Fireground – Technical Knowledge – Critical knowledge area relating to fire ground operations and management.

Fireground – Building Construction - Critical knowledge area relating to various types of building construction.

Fireground – First Aid & Safety Precautions – Critical knowledge area relating to safety on the fire ground.

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Oral Assessment Exercises

The oral assessment exercises are designed to measure behaviors in specific knowledge and ability areas determined by New Jersey 1st and 2nd Level Fire Supervisors to be critical for effective job performance. The following knowledge and ability areas will be evaluated by the oral assessment exercises:

A) First Level Supervisor

Fire ground Size-Up – Critical ability area relating to evolving fire conditions and fire hazards that can affect fire ground operations.

Fire Search and Rescue – Critical knowledge and ability areas relating to safe and effective rescue tactics.

Citizen Safety – Critical knowledge and ability areas relating to procedures to safeguard citizens and firefighters.

Fireground Decisions & Command - Critical ability area relating to planning fire ground operations based on building condition.

Supervision – Critical ability to address interactions between fire personnel, the public, and other emergency scene personnel.

Oral Communication – Critical ability area relating to communicating clearly and concisely.

B) Second Level Supervisor

Fireground - Assessing Risk - Critical knowledge and ability areas relating to assessing safety risks involved in fire buildings.

Implementing Programs - Critical ability area relating to the administration of programs and procedures.

Fireground – Strategy & Attack Plan - Critical ability area relating to planning an action strategy at an emergency scene.

Fireground - Hazmat-Related Knowledge - Critical knowledge area relating to Hazmat procedures.

Oral Communication - Critical ability area relating to the ability to communicate clearly and concisely.

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Are there study materials that candidates can use to prepare?

PLEASE NOTE: The CSC intends to use a book list to assist in the development of these examinations. However, the justification for correct responses will be primarily based on the collective Fire Service knowledge of Subject Matter Experts.

In the course of developing these items, care will be taken to ensure that correct answers do not conflict with the sources on the reading list. Please be aware that although all of the source books will be considered in the design of the test, it is possible that not all of the books will be used for examination item development. Please refer to the General Orientation Guide for the reference lists.

What happens with promotions resulting from the examination?

If you pass the exam process, your name will go on a promotional list ranked by your final score (a composite of multiple-choice examination, the oral assessment exercises, & seniority). This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever is sooner. However, for good cause, the Chairman of the CSC may extend the promotional list for up to one additional year.

When your appointing authority (hiring agency) notifies the CSC that it wants to fill vacancies, we send them the names that are ranked highest on the promotional list. This is called a certification list. When your name appears on a certification list, it means that you may be interviewed and considered for promotion.

Also, when your name appears on a certification list, the CSC will send you a Notification of Certification. You **must** contact the appointing authority in writing within five business days to express your interest. If you do not respond, your name may be removed from the promotional list.

If a Disabled Veteran or Veteran is the first name on the certification, the appointing authority must hire that candidate unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the appointing authority can normally choose from among the top three candidates for each position.

NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.

Appeals are considered resolved after the Merit System Board makes its final ruling.

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What is the Civil Service Commission's make-up policy?

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Civil Service Commission or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
- III. Catastrophic injury or illness requiring an extended convalescent period provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d).

Make-up requests must be submitted, in writing, with supporting documentation, to: NJ CSC Make-Up Exam Unit, Attn: Marty Berrien, P.O. Box 310, Trenton, NJ 08625-0310 **within 5 days** upon receipt of your Notification Card.

NOTE: All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at www.state.nj.us/csc/forms

Candidates with special situations/ADA concerns must contact Marty Berrien at (609) 292-4158, upon receipt of their examination notification in order to request/discuss special needs, if you have already been approved for ADA accommodations with CSC.

Candidates with a first-time request for ADA accommodations must check Box 8 on the front of your application. You will subsequently be contacted for information regarding your special need(s).

Will make-up candidates take the same examination?

Due to concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement will not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide attempts to familiarize candidates with aspects of the 1st & 2nd Level Fire Supervisor Promotional Examination processes. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope this Orientation Guide has been beneficial.

GOOD LUCK!